

STANDARD FORM NO. 64

**CIA INTERNAL USE ONLY**

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, CIA Automatic Data Processing Staff  
 ATTN :   
 FROM : CIA Records Administration Officer

DATE: 15 NOV 1961

STAT

SUBJECT: Microfilming Records in the Agency Records Center

1. In connection with our previous conversations on the above subject, the following describes the situation in which we need your advice.

2. There are now approximately 29,437 cubic feet of records stored in the Records Center for which no final disposition action has been established. The volume of this material for each major component is as follows:

DCI	15
DDI	12,297
DDS	1,723
DDP	<u>15,402</u>

TOTAL 29,437

3. Specifically, the following questions must be answered in deciding on the feasibility of microfilming this volume of records.

- a. Is the material suitable for microfilming?
- b. What would it cost to microfilm?
- c. Who would do the filming?
- d. What would be the cost of retrieval in terms of personnel and special equipment?
- e. Where should the film be stored and serviced?

4. I would appreciate having your answers to these questions as soon as possible, and am prepared to assist as required in expediting  survey of the situation. If it is determined that these records should be filmed it will be necessary to secure approval of the originating offices as well as National Archives or GAO in certain instances.

STAT



*Report  
 deadline: to CIO  
 2 Dec 4/61*